

Chief []

1956

Director of Training

Attachment of Junior

1. Effective 13 February 1956 JOT [] is attached [] the agreement reached between [] of the JOT Program. This attachment will be for a period of eighteen months at the end of which time it will be decided whether [] will continue the attachment, go overseas with SR, or be attached to another office.

2. [] is attached to [] to learn the Headquarters and field procedures of [] and to be trained as a case officer. This training taken as a whole is meant to prepare the individual for eventual overseas assignment.

3. [] has attended the SOC, IP&M, and Operations Familiarization. It is agreed that [] will take the Ops Course beginning in October 1956. The JOT Program will support the Trainee with any additional special training which SR Division may find necessary so that the Trainee may perform his tasks in an adequate manner. It is JOTP's understanding that if [] can develop his German language ability sufficiently by the summer of 1957, he will be given an intensive Russian course rather than intensive German.

4. It is requested that the Time and Attendance Clerk of [] keep [] time and attendance during the period of this attachment. Any leave will be worked out with the supervisor, and final approval will be given by the Chief/JOTP. Overtime will be reimbursed only if it has been authorized and approved by the Chief/JOTP prior to performance.

5. The Trainee is required to furnish the Chief/JOTP with a report on his progress at the end of the first, second, fourth, sixth, ninth, twelfth, fifteenth and eighteenth months of his attachment covering the type of work that he has been doing and the plans that are being made for his further training.

These reports must come through the supervisor's office prior to acceptance by the Chief/JOTP. A representative of the JOT Program

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will consult with the supervisor from time to time on the progress and development of the JOT in this training situation.

6. The training program prepared by [] for [] has been accepted by JOTP as a firm outline of []'s plans for the Trainee's development in the next year and a half. Changes that seriously affect this agreement should be discussed by the two officers concerned.

MATTHEW BAIRD